



# Weekly Time Sheet With Lunch Periods

"It's not WHAT makes us different, it's WHO!"™

P.O. Box 23110  
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Employee Name: \_\_\_\_\_  
 Client Name: \_\_\_\_\_  
 Manager Name: \_\_\_\_\_

Enter Monday's date below  
 (timesheet dates will auto-fill.)  
 Week starting: \_\_\_\_\_  
 Week ending: \_\_\_\_\_

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Time In		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>
Time Out (Lunch)		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
Time In (Lunch)		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>
Time Out		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
														<b>0.00</b>

**Important: Payroll Deadline is Tuesday at 9:00 a.m. following the week worked**

Employee approval\* \_\_\_\_\_ Date \_\_\_\_\_ Authorized Client Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

**MANAGER:** Please verify hours worked, "sign" below and send to [timesheets@tlcstaffing.com](mailto:timesheets@tlcstaffing.com) with "approved timesheet" in the subject line.  
**EMPLOYEE:** Please enter daily In and Out times, sign this timesheet and ask your manager to approve it at the end of work week.

\* Employee approval certifies that hours above are true and correct and that no accident or injury was sustained during this work period.  
 \*\*Authorized Client Signature of this timesheet certifies that hours above are true and correct and also constitutes understanding and agreement to the following:  
 TLC Staffing has invested time, financial resources, special effort and work in recruiting and developing relationships with our employees. Therefore, before our Client may hire our employee, TLC Staffing must give our Client prior consent. Such consent will only be given in exchange for an additional fee, unless certain minimum hourly requirements of temporary employment are met. This policy applies to any TLC employee during the term of their assignment and for one hundred eighty (180) days after the end of the assignment. The applicable placement fee will be 25% of the annual compensation offered to our employee, or a portion thereof based on hours worked, unless a separate signed client service agreement is in place.  
 In the event that the invoice is not paid in full within thirty (30) days after the invoice date, then, in addition to all other remedies of TLC Staffing, there shall be a service charge of one-and-one-half percent (1 ½ %) per month on the unpaid balance, or at the highest rate of interest allowed by law, whichever is less. If this account is referred to an attorney for collection, and if any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs of collection or enforcement of the judgment received by the prevailing party. In addition, if this account is referred to an attorney for collection, client agrees to pay reasonable attorneys' fees and costs, whether or not any action is commenced.